

**DEPARTMENT OF JUSTICE  
JOB OPENING**

**Opening Date: July 24, 2020 Closing Date: July 31, 2020**

**PARALEGAL  
Criminal Division, Traffic Safety Resources, New Castle County**

**Job Responsibilities and Duties:**

This unique Paralegal position supports the Traffic Safety Resource Prosecutor (TSRP) and others on individual cases, legislation and general policy matters statewide for traffic related law enforcement and safety, and other projects. For example, these projects may include: preparing digital and physical case files for DUI, vehicular assault and fatality, and other prosecutions; researching cases or a specific legislative or policy issue; researching, filing pleadings, motions, and discovery in preparation for pre-trial, trial and post-trial litigation matters; attending court hearings; preparing trial presentations with the Trial Director software; assisting and attending various traffic related law enforcement trainings; maintaining vehicular and DUI statistical information (primarily in Excel) and other reports; providing direct prosecution support for vehicular fatality crimes, mainly in New Castle County, however on occasion, statewide. This Paralegal also engages with professional partners and public safety stakeholders in furtherance of Traffic Safety Resource Unit objectives. This Paralegal must maintain a good working relationship with these partners and stakeholders. This Paralegal may also be called upon to assist with support in other units, when the need arises. This Paralegal must be highly organized and capable of working independently in a high-paced work environment.

**Minimum Qualifications:**

Five (5) years of employment with the Department of Justice in a similar capacity **OR**

An Associate's degree in Paralegal Studies from an ABA-approved program, **OR**

A Bachelor's degree **AND** a paralegal certificate from an ABA-approved or Department-sponsored program **OR**

A Bachelor's degree in Paralegal Studies from an ABA-approved program **OR**

A Bachelor's degree **AND** one year of law school.

**Internal applicants** should submit an updated resume or summary of work experience to the Director of Human Resources.

**External Applicants:** In order to be considered for this position, external applicants must submit Resume and the Delaware Department of Justice Application (please see link): <http://attorneygeneral.delaware.gov/executive/hr/job-application/> **OR** external applicants can mail Resume and the Delaware Department of Justice Application to: Delaware Department of Justice, Human Resources, 820 N. French Street, 6<sup>th</sup> Floor, Wilmington, DE 19801, **OR** E-mail to: [DOJHR@delaware.gov](mailto:DOJHR@delaware.gov) **OR** Fax to: 302-577-5866. EOE.